

How would you like to order?

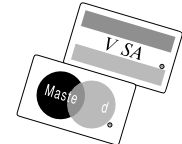
Choose from these easy options:

- **Call toll-free: 1-800-995-4099**

Business hours: Monday—Friday, 8:00 a.m. to 4:30 p.m. (Pacific Standard Time)

- **Check or credit card**

Send a check or charge your order to a VISA or MasterCard credit card. If charging your order and submitting it by mail, please include the credit card number, the expiration date, and your signature on the order form and send it to the address shown on the order form on the following page.



- **Purchase order**

All businesses, educational institutions, and governmental agencies may use purchase orders.

A bona fide purchase order with an authorized signature is required. Mail it to the address shown on the order form on the following page.

- **Fax**

Visa or MasterCard credit card orders may also be placed by FAX at (916) 323-0823.

30-Day Refund and Exchange Policy y

Damaged or incorrect shipments must be reported to the Sales Office within 30 days of receipt. All other returns are subject to a 40% restocking fee plus shipping charges.

All sales are final after 30 days. y

International Orders y

International orders must be charged to a VISA or MasterCard credit card. Please contact the Sales Office at 00-1-916-445-1260 for information and rates.

Shipping and Handling y

All orders to be delivered within the continental United States are shipped via United Parcel Service (UPS), ground service, ONLY.

UPS REQUIRES A STREET ADDRESS.

Orders to HAWAII and ALASKA are shipped via UPS Second Day Air. An additional charge for the shipping cost to those states plus a handling fee will be added to your credit card order. Call us toll-free at 1-800-995-4099 for details.

UPS GROUND CHARGES

Purchase amount	Add
0 - \$15	\$ 5.95
\$15.01 - \$30	7.95
\$30.01 - \$50	9.95
\$50.01 - \$100	11.95
\$100.01 - \$150	13.95
\$150.01 - \$200	15.95
\$200.01 - \$250	17.95
\$250.01 - \$300	19.95
\$300.01 - \$350	21.95
\$350.01 and up	6%
	of subtotal

CALIFORNIA SALES TAX TABLE (Percent of subtotal, by county)* y

Alameda 8.25	Imperial 7.75	Modoc 7.25	San Diego 7.75	Sonoma 7.50
Alpine 7.25	Inyo 7.75	Mono 7.25	San Francisco 8.50	Stanislaus 7.375
Amador 7.25	Kern 7.25	Monterey 7.25	San Joaquin 7.75	Sutter 7.25
Butte 7.25	Kings 7.25	Napa 7.75	San Luis Obispo 7.25	Tehama 7.25
Calaveras 7.25	Lake 7.25	Nevada 7.375	San Mateo 8.25	Trinity 7.25
Colusa 7.25	Lassen 7.25	Orange 7.75	Santa Barbara 7.75	Tulare 7.25
Contra Costa 8.25	Los Angeles 8.25	Placer 7.25	Santa Clara 8.25	Tuolumne 7.25
Del Norte 7.25	Madera 7.75	Plumas 7.25	Santa Cruz 8.00	Ventura 7.25
El Dorado 7.25	Marin 7.25	Riverside 7.75	Shasta 7.25	Yolo 7.25
Fresno 7.875	Mariposa 7.75	Sacramento 7.75	Sierra 7.25	Yuba 7.25
Glenn 7.25	Mendocino 7.25	San Benito 7.25	Siskiyou 7.25	
Humboldt 7.25	Merced 7.25	San Bernardino 7.75	Solano 7.375	

*August 2003

Order Form

To order call: **1-800-995-4099**

Business Hours: 8:00 a.m.–4:30 p.m., PST • Monday Through Friday • FAX 916-323-0823

FROM:

SHIP TO:

SCHOOL/DISTRICT (if applicable)

☐ PUBLIC

☐ PRIVATE

SCHOOL/DISTRICT (if applicable)

NAME/ATTENTION

NAME/ATTENTION

ADDRESS

STREET ADDRESS (REQUIRED FOR UPS DELIVERY) y

CITY

STATE

ZIP CODE

()

CITY

STATE

ZIP CODE

()

COUNTY

DAYTIME TELEPHONE

DAYTIME TELEPHONE

E-MAIL ADDRESS

E-MAIL ADDRESS

ORDER SELECTION:

Item No.	Title	Quantity	Price per copy or set	Total
			\$	\$

Prices and availability are subject to change without notice.

Mail completed order form to:

**California Department of Education
CDE Press Sales Office
1430 N Street, Suite 3410
Sacramento, CA 95814-5901**

Or fax completed order form to:

916-323-0823

Visit our Web site:

<http://www.cde.ca.gov>

SUBTOTAL

\$

Calif. residents: Please add sales tax.
(See chart on facing page.)

\$

Shipping and handling charges
(See facing page for details.)

\$

Special shipping charges
(See facing page for details.)

\$

TOTAL y

\$

PAYMENT METHOD:

☐ CHECK (Payable to California Department of Education)

☐ VISA

☐ MASTERCARD

☐ PURCHASE ORDER

CREDIT CARD NUMBER

EXPIRATION DATE

AUTHORIZED SIGNATURE